



CEA

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE, BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

CALIFORNIA STATE GOVERNMENT - AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

CAREER EXECUTIVE ASSIGNMENT

EXAMINATION ANNOUNCEMENT

DEPARTMENT: OFFICE OF SYSTEMS INTEGRATION (OSI)

POSITION TITLE: Deputy Director, Child Welfare Services Case Management System (CWS/CMS) Project

SALARY: \$5,970 - \$10,174
CEA, Level 2
(Salary commensurate with experience)

FINAL FILING DATE: July 13, 2007 or Until Filled

DUTIES AND RESPONSIBILITIES:

Under the general direction of the Director and the Chief Deputy Director, the Deputy Director provides leadership and direction to the CWS/CMS Project in cooperation with federal, state and county agencies, and oversees all planning, development, implementation, maintenance and operation activities for the CWS/CMS. The Deputy Director also is a member of the OSI executive management team and as such participates in the planning and policy development for the Office and assists the Director and Chief Deputy Director in formulating policy that directly affects OSI.

The Deputy Director provides executive leadership over the day-to-day operations of the CWS/CMS Project. The Deputy Director plans, organizes, and directs the work of 60.5 state staff and approximately 72 consultant and vendor staff that work directly with the CWS/CMS Project.

The Deputy Director oversees the development and implementation of sensitive, complex and critical automation policies and procedures, and the development of processes, standards, and procedures to develop, maintain, and operate Project systems more efficiently and effectively. The Deputy Director ensures timely and cost-effective system implementation and operation and continually evaluates processes for future policy and procedure revisions.

The Deputy Director represents the CWS/CMS Project with stakeholders, including state and federal government agencies, vendors and users of the systems. The Deputy Director manages stakeholder involvement in the Project and ensures timely and complete communication of status and issues. The Deputy Director testifies at legislative hearings for the CWS/CMS Project.

MINIMUM QUALIFICATIONS:

Either I

Must be a civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992.

DESIRABLE QUALIFICATIONS:

Applicants will be screened on the basis of knowledge and abilities, experience, and potential to meet the following desirable qualifications:

KNOWLEDGE OF:

1. The organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch.
2. OSI's policies, strategies and operational needs, management style, and a general understanding of the Information Technology (IT) needs of the projects in the OSI portfolio.
3. The State of California and the Health and Human Services Agency's stakeholders' business needs and their organizational, political, administrative, and fiscal environments to understand potential impacts of issues and parameters of potential solutions.
4. Management and supervisory practices and techniques; techniques of organizing and motivating groups; principles and practices of personnel management; the Department's Equal Employment Opportunity Program objectives and a manager's role in the Equal Employment Opportunity Program.
5. Best practices in IT management, including: project management; service-level agreements; managing; risk assessment and mitigation; facilitation and negotiation techniques to promote collaboration among diverse groups; managing scope, strategies, tasks, critical milestones, schedule, budget, technologies, roles and responsibilities of all parties in the administration of contract terms and conditions; state budget/fiscal processes for IT projects; state and federal control agency requirements for project approval and oversight.
6. Federal guidelines, state expenditure reporting, and generally accepted accounting practices; good financial business practices and analysis.

DESIRABLE QUALIFICATIONS (cont'd):

ABILITY TO:

1. Plan, organize, and direct the work of a multidisciplinary professional and administrative staff.
2. Analyze policies, organization, procedures, and practices.
3. Integrate the activities of a diverse program to attain common goals; gain the confidence and support of top-level administrators and advise them on a wide range of IT and administrative matters.
4. Develop cooperative working relationships with representatives of all levels of government, the Legislative and Executive Branches; represent the department in meetings with control agencies, external customers, suppliers, and vendors.
5. Analyze complex problems and recommend effective courses of action; anticipate and manage complex budget and financial issues to ensure uninterrupted support to the Project; prepare and review reports effectively.
6. Achieve departmental and project goals and objectives in a timely and cost-effective manner.

In addition, applicants must demonstrate the ability to perform high-level administrative and policy-influencing functions effectively. Such overall ability requires possession of the following:

1. Work experience managing a medium-to-large sized staff – including subordinate managers.
2. Excellent interpersonal skills and the ability to effectively communicate verbally and in writing.
3. Ability to develop new approaches to the management of IT and administrative programs.
4. Ability to build and maintain effective working relationships, including gaining the confidence and trust of individuals in key positions.

The knowledge and abilities indicated above are expected to be obtained from broad administrative or program manager experience with substantial participation in the formulation, operation, and/ or evaluation of program policies. Experience may have been paid or volunteer, in state service, other government settings or in a private organization.

EXAMINATION INFORMATION:

1. The examination will consist of an application, resume, **and** Statement of Qualifications screening. A screening committee will be established to independently rate each applicant's qualifications for the position against specific job-related evaluation criteria developed from the minimum **and** desirable qualifications. Applicants will be competitively scored according to their qualifications, experience and education. The Statement of Qualifications may also serve as documentation of the ability to present information clearly and concisely in writing since this is a critical factor to successful job performance.
2. The application, resume, and Statement of Qualifications may be the only basis for your final score and rank on the eligible list. Based on the screening committee's evaluation of the competitive group, interviews **may** be conducted with the most qualified applicants.
3. The qualifications screening/interview is weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. All applicants will be notified of their scores. The results of this examination will be used only to fill this position.

FILING INSTRUCTIONS:

All interested applicants must submit:

1. An original State of California Examination Application (Standard Form 678) and a resume. The application and resume should list your education, classification titles, including dates and the names and addresses of employers, relevant to the minimum qualifications listed, **and**
2. A Statement of Qualifications. A Statement of Qualifications is separate from the application and resume and is a discussion of how your experience, education, knowledge, skills, and abilities meet the desirable qualifications for this position. The Statement of Qualifications should not exceed two pages in length and the font should not be smaller than 10 pitches.

APPLICANTS WHO SUBMIT AN APPLICATION WITHOUT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.

Interested applicants must submit their application, resume, and Statement of Qualifications to:

MAILING ADDRESS:
Office of Systems Integration
Human Resources Office
Attention: Melissa Norcia
PO Box 138014
Sacramento, CA 95813-8014

DELIVERY IN PERSON:
Office of Systems Integration
Human Resources Office
Attention: Melissa Norcia
2525 Natomas Park Drive, Suite 200
Sacramento, CA 95833

Applications may be obtained on the State Personnel Board's web site www.spb.ca.gov. Submit applications only to the address indicated above. Do not submit applications to the State Personnel Board.

SPECIAL TESTING:

If you need reasonable accommodations, mark the appropriate box in question two on your application. You will be contacted to make specific arrangements.

QUESTIONS:

Questions related to this examination should be directed to Melissa Norcia at (916) 263-0740 or Melissa.Norcia@osi.ca.gov

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.
1 (800) 735-2929 (TT/TDD) 1 (800) 735-2922 (Voice)

STS is Speech-to-Speech Service for persons with a speech disability and is reachable at
1 (800) 854-7784 (California) or 1 (800) 947-8642 (Nationwide)

RELEASE DATE: 6/29/2007